



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

May 8, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-70

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Child Support Payments

The Department of Social Services (DSS) recently sent out letters concerning changes to Federal and State laws which require all child support payments to be sent to one centralized collection site in the state. Any agency that is currently sending child support payments *that are made payable* to a Louisiana DSS office or local court will be affected. **Effective immediately**, all payments should be made payable to the Department of Social Services and sent to the following address:

Department of Social Services (DSS)
PO Box 260222
Baton Rouge, LA 70826-0222

DSS **requires** that all payments include the Louisiana Automated Support Enforcement System (LASES) case ID number for each amount included in that total payment. If you have any child support orders dated prior to 1994 or do not have a LASES case ID number on orders from 1994 or after, you must first contact the Regional DSS office or local court where the order originated to obtain this number.

If after contacting the above you are still unable to obtain the LASES case ID number, you may contact Cheryl Hawkins of DSS at (225) 342-4780 or send a written request to her attention at Support Enforcement Services, PO Box 94065, Baton Rouge, LA 70804-4065.

Agencies need to review their current Agency Requested Paycode Listing Report to identify all paycodes that are no longer required due to this change or for any other reason. A list of the paycodes that can be deleted should be faxed to OSUP at (225) 219-4432 (refer to OSUP Memorandum #2000-52). OSUP has assigned a Paycode of **99001** to be used by all agencies for child support payments made to DSS. This new paycode will **NOT** appear on your agency's Paycode Listing. If you are currently using the EXCEL file to complete your Agency Requested Payables, you will need to add this paycode to the master paycode sheet.

If you have any questions concerning the information in this memorandum, please contact Wendy Senft at (225) 342-5362 or Angel Vernon at (225) 342-0717.

RSM:ACV:kmb

c: Cheryl Hawkins (DSS)